

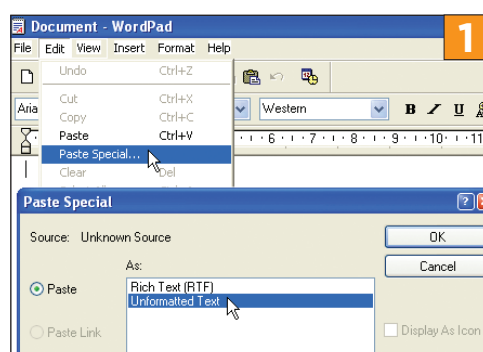
HOW TO... Use Paste Special

Unwanted formatting isn't a problem if you use Word's Paste Special feature. Lynley Oram shows you how to get your text looking exactly the way you want it

You may have found a snippet of information on a website that you'd like to keep for posterity. Or perhaps you have text in one format, such as PDF or PowerPoint, and you want to copy it into a Word document. The quickest way to do this is to highlight the text and drag it on to the document itself. However, this method has its limitations. For one thing, the copied text will appear just as it did in the original. That might not look so good in your document; indeed, the fancy formatting found in some websites can look horrible when transferred to a Word document.

The way around this is to use Paste Special, a handy but little-used command that is found in nearly all office programs, including WordPad, which you'll find in Windows' Accessories menu.

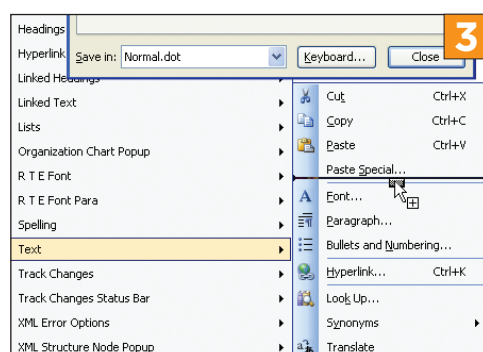
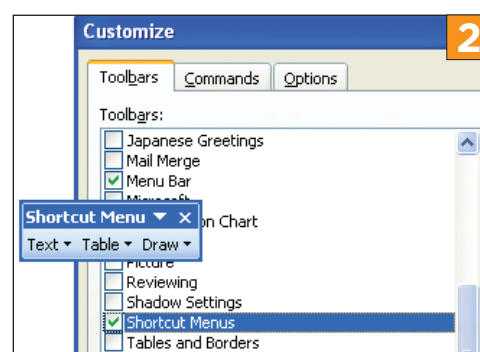
1 No matter what program you are using, you will find Paste Special in the Edit menu. The usual way to use this command is to highlight the text you want and then select Copy from the program's Edit menu, or alternatively press Ctrl-C. Then go to the word-processing program and select Paste Special from the Edit menu. In the dialog box that appears, select Unformatted Text to strip out all the fancy formatting and get just the plain text. The screenshot below shows the dialog box as it appears in WordPad.



2 In Word 2003, you can make this process even easier by adding Paste Special to the right-click menu. In Word, click on the Tools menu and select Customize. On the Toolbars tab, scroll down the list until you see Shortcut Menus. Tick the box next to it and a new toolbar will appear onscreen.

3 Go to the Commands tab and click the Edit option in the list on the left-hand side. Scroll down to the Paste Special option on the right-hand side. Click on this and drag it to the Shortcut Menus toolbar. Hold it over the Text button and a large menu will appear. Don't let go yet. Move the cursor down to the Text entry and the right-click menu for Word will appear. Drop the Paste Special option into this menu. When you use the Copy command for text in another application, you just have to right-click in Word and select Paste Special from the menu that appears.

4 In spreadsheet programs, including Excel, Ability and Works, Paste Special is already part of the right-click menu. It is a more powerful command in these programs. In Excel and Ability, you can use this feature to transpose cells. This means if you are copying cells across a row, you can paste them so they appear down a column, and vice versa. Excel also allows you to paste particular features of a cell, such as its column width, or the formatting.



HOW TO...
PAGE 200

HOW IT WORKS
PAGE 210

UPGRADE
WORKSHOP
PAGE 212

ADVANCED
WINDOWS
PAGE 214